User's Manual for National Transplant Registry (NTR) for *Cornea Transplant* Web Application

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1.0 NTR WEB APPLICATION MODULES

1.1 Online data access and Remote data capture
Each SDP is given right to access its own data and is able to enter data remotely at its site via the NTR Web Application

1.2 Real time report
Reports are generated on a real time basis based on data entered via the online data access and Remote data capture module.

1.3 Data Standard
These documents contain definition of all variables collected in all the NTR registries.

1.4 Maintenance
This module allows user to change their password. Users are encourage to change their own password after every three months for security reasons.

1.5 Access Control
Only authorized users can gain access to a system. Depending on the role of user, different users have different access rights to the application, i.e. some may view data only but not edit data, some may view and edit data, etc.

Timer – On top of each application, timer has been set from 60 minutes and will decrease each time the application left idle. If the application is left idle for more than 60 minutes, the application will be logged off automatically.

Picture 1.1 *Timer*

2.0 SECURITY

Each authorised user is required to read through, understand and sign The Security Policy for NTR Web Application before being authorised to access the application. This is to ensure that users play an active role in ensuring security of data at their level.

2.1 Policies and Practices as follows

As a good security practice, you are <u>strongly advised</u> to:

Keep your password confidential!

- **Avoid** sharing or divulging your Password to anyone. This includes any person who may appear to represent or work for the Registry. Our administrator do not request for your password at any time.
- **Avoid** using the same Web Application Password for any other web-based services such as for e-mail or for Internet Service Provider login.
- **Avoid** choosing a Password that is easily anticipated by a third party, like your NRIC number, telephone number, date of birth, etc. You should select a unique Password to make it difficult for anyone to anticipate.
- **Avoid** writing down or "saving" your Password on your browser or any other software. Memorizes your Password.
- If you suspect your Password may have been compromised, change your Password **<u>immediately</u>**.

Tips: *Your password is what tells the system that you are who you say you are. Because your password is like a key to your account, you need to safeguard it. Anyone who has your password can pose as you. Therefore, you may be held responsible for someone else's actions, if they are able to get your password. Do not record your passwords down, memorise them!*

Ensure you are accessing the correct website!

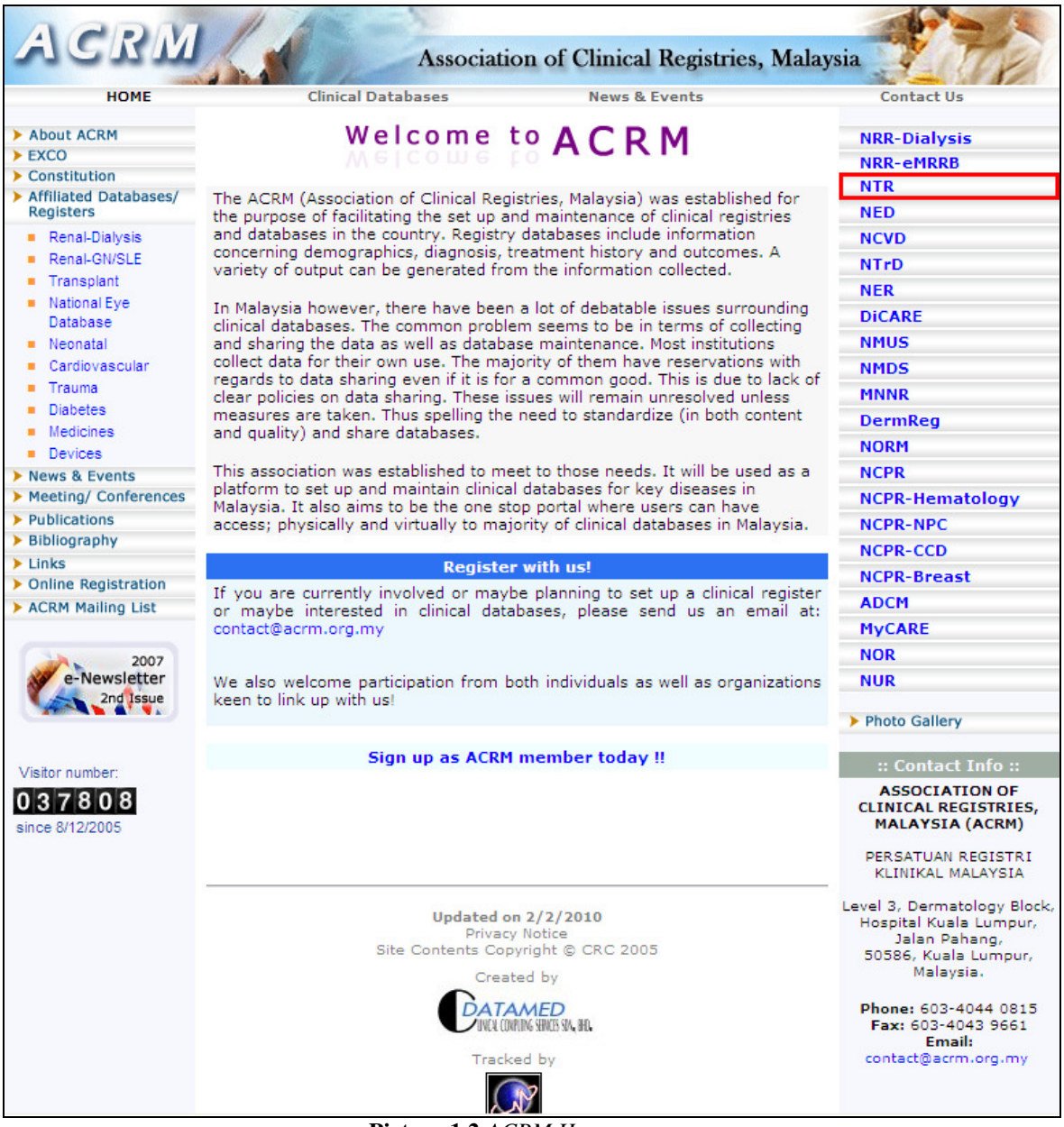
Never access the website via a hyperlink from an e-mail. Always enter the correct website address yourself, which is https://www.macr.org.my/entr/.

Only access Web Application using a secure and trusted computer!

- **Never** access your Web Application on computers / devices which you have doubts with regard to security, such as those located in public places. If you have to use such computers (for example, when you are outside the office), change your password once you have access to a secure computer.
- Keep your operating system (eg. Microsoft Windows) and Internet-related software updated with the latest security patches.
- Protect your computer from viruses and malicious programs with anti-virus software and firewalls where possible. Always <u>update</u> your anti-virus software with the latest virus signatures.
- Always log out your Internet session by clicking on the "logout" button whenever you leave your computer, even for a short while. Do not simply close the browser window when you wish to end the Web Application session.

3.0 HOW TO ACCESS NTR WEB APPLICATION

1. Register the centre as Source Data Provider with NTR Registry, contact NTR Manager at Tel: 03-2681 5948 or email ntr@acrm.org.my
2. Fill in the authorization list form for the purpose of access control and sign the security policy form to receive a username and password.
3. Access to ACRM Website at http://www.acrm.org.my


ACRM
Association of Clinical Registries, Malaysia
HOME
Clinical Databases
News & Events
Contact Us
About ACRM
EXCO
Constitution
Affiliated Databases/ Registers
Renal-Dialysis
Renal-GN/SLE
Transplant
National Eye Database
Neonatal
Cardiovascular
Trauma
Diabetes
Medicines
Devices
News & Events
Meeting/ Conferences
Publications
Bibliography
Links
Online Registration
ACRM Mailing List
2007 e-Newsletter 2nd Issue
Visitor number:
037808
since 8/12/2005
Welcome to ACRM
The ACRM (Association of Clinical Registries, Malaysia) was established for the purpose of facilitating the set up and maintenance of clinical registries and databases in the country. Registry databases include information concerning demographics, diagnosis, treatment history and outcomes. A variety of output can be generated from the information collected.
In Malaysia however, there have been a lot of debatable issues surrounding clinical databases. The common problem seems to be in terms of collecting and sharing the data as well as database maintenance. Most institutions collect data for their own use. The majority of them have reservations with regards to data sharing even if it is for a common good. This is due to lack of clear policies on data sharing. These issues will remain unresolved unless measures are taken. Thus spelling the need to standardize (in both content and quality) and share databases.
This association was established to meet to those needs. It will be used as a platform to set up and maintain clinical databases for key diseases in Malaysia. It also aims to be the one stop portal where users can have access; physically and virtually to majority of clinical databases in Malaysia.
Register with us!
If you are currently involved or maybe planning to set up a clinical register or maybe interested in clinical databases, please send us an email at: contact@acrm.org.my
We also welcome participation from both individuals as well as organizations keen to link up with us!
Sign up as ACRM member today !!
Updated on 2/2/2010
Privacy Notice
Site Contents Copyright © CRC 2005
Created by
DATAMED
Tracked by
NRR-Dialysis
NRR-eMRRB
NTR
NED
NCVD
NTrD
NER
DiCARE
NMUS
NMDS
MNNR
DermReg
NORM
NCPR
NCPR-Hematology
NCPR-NPC
NCPR-CCD
NCPR-Breast
ADCM
MyCARE
NOR
NUR
Photo Gallery
:: Contact Info ::
ASSOCIATION OF CLINICAL REGISTRIES, MALAYSIA (ACRM)
PERSATUAN REGISTRI KLINIKAL MALAYSIA
Level 3, Dermatology Block, Hospital Kuala Lumpur, Jalan Pahang, 50586, Kuala Lumpur, Malaysia.
Phone: 603-4044 0815
Fax: 603-4043 9661
Email:
contact@acrm.org.my

Picture 1.2 *ACRM Home page*

4. Click on the NTR link and the NTR website will be displayed as show in Picture 1.1 or can access to NTR Website at http://www.mst.org.my/ntrSite/index.htm

National Transplant Registry
Home
About NTR
Presentation
Governance Board
Steering Committee
Expert Panel
Centres Directory
Clinical Registry Form
Transplant Registry Unit
Publications
News & Events
Gallery
Links
FAQ
Contact NTR
Upcoming events
Online Data Access
- BMT
- Heart & Lung
- eNTR
Announcemen
MST annual scientific meeting will be held on 8 - 10 July 2010, Putrajaya. Abstract submission is now open.
4th National Conference
NATIONAL TRANSPLANT REGISTRY
The National Transplant Registry (NTR) collects information about patients who had undergone organ or tissue transplantation. The information allows us to estimate the magnitude of transplant activity in the country. Such information besides being useful to practitioner of transplantation is also useful in assisting the MOH, Non-Governmental Organizations, private providers and industry in the planning and evaluation of transplant services.
NTR REPORTS
5th Report of the National Transplantation Registry 2008
Click here
Publication from NTR available for Download
Fourth Report of the National Transplant Registry 2007
Click here to go to
National Transplant Registry (NTR)
Web Application
Publication from NTR available for Download
Third Report of the National Transplant Registry 2006
Sponsors
National Transplant Coordinating Committee, MOH
Medical Development Division, MOH
Clinical Research Centre(CRC), MOH
Malaysian Society of Transplantation
Major Industry Sponsors
YAYASAN
Institut Jantung Negara Foundation
NOVARTIS
Roche
The NTR would like to invite you to be its sponsor
Click here to find out the benefits of being sponsor
Contact us today!
Contact Us
National Transplant Registry
Level 5, Menara Wisma Sejarah

Picture 1.3 *National Transplant Registry (NTR) website*

5. To go to NTR Web application, click the - eNTR eNTR link.
6. You also can go directly to eNTR Web Application at https://www.macr.org.my/entr

7. On the login page, key in the *username* and *password* in the appropriate column and then, click on the *Sign in* button.

Picture 1.4 *National Transplant Registry (NTR) web application - : Welcome page*

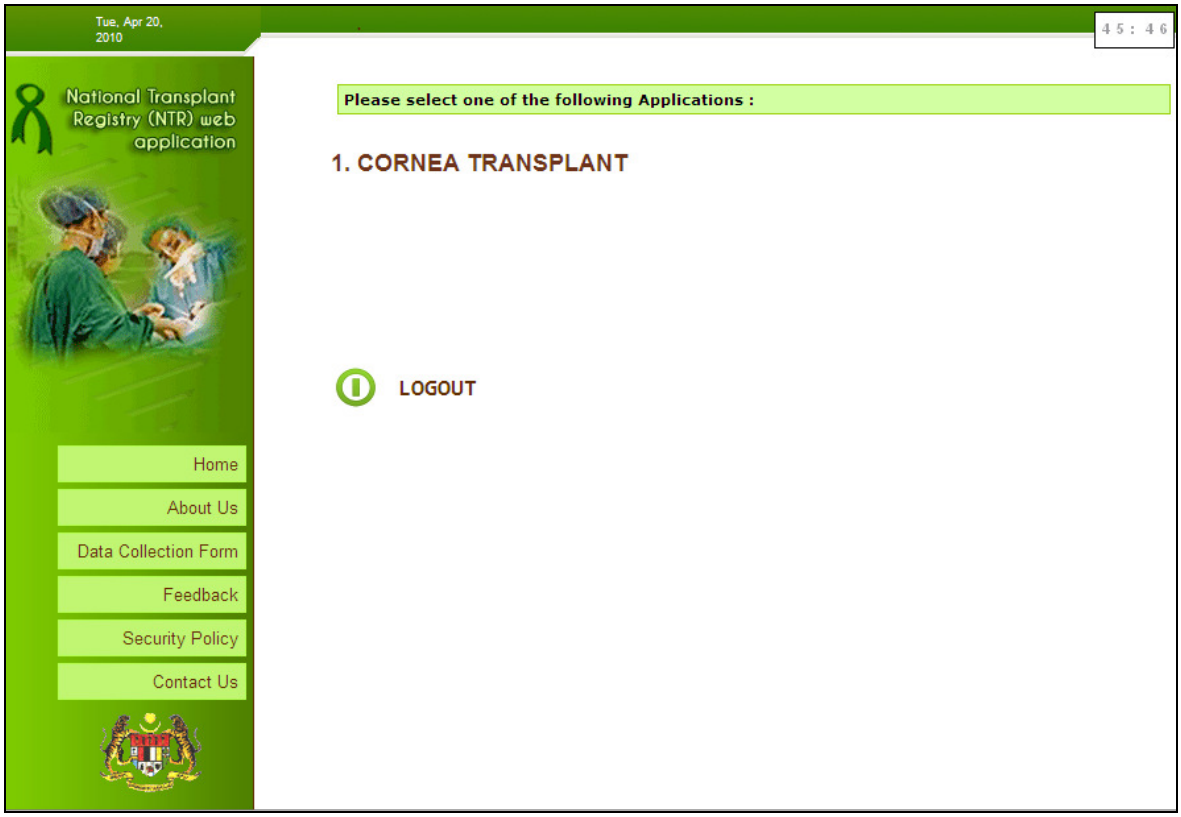
User authentication – There are two levels of user authentication. After user logs in using *Username* and *password*, an SMS containing Authentication Code will be sent to user's mobile phone. User then types in the *Auth Code* before gaining access to the system.

8. Key in the authentication code received via SMS.

Thu, Apr 15, 2010
National Transplant Registry (NTR) web application
Home
About Us
Data Collection Form
Feedback
Security Policy
Contact Us
Confidentiality Statement
You are about to gain access to the National Transplant Registry (NTR) Web Application. By proceeding, you are agreeing to maintain the confidentiality of all information made available to you through this application. Any unauthorized access, use and/or disclosure of information shall be construed under the laws of Malaysia, and any action instituted pursuant to the terms of the Confidential Rule Agreement, as set forth in the Governance Manual of the NTR, shall be brought in the Court of Malaysia. Actions may include but not limited to loss of access privileges, an action for civil damages, an action for criminal charges, and/or disciplinary action including but not limited to suspension or dismissal.
The security of your data is of utmost concern to us. We practice s
unauthorised access and interference of transactions and data. Read mo
Please key in the authentication code that has just been sent to you via SMS.
Username: hkloke
Auth Code:
Submit
Auth Code help
Key in authentication code received via sms.
EUW59S - NTR
Option
Back

Picture 1.5 *Authentication page*

9. The next page allows the user to select the Cornea Transplant application.

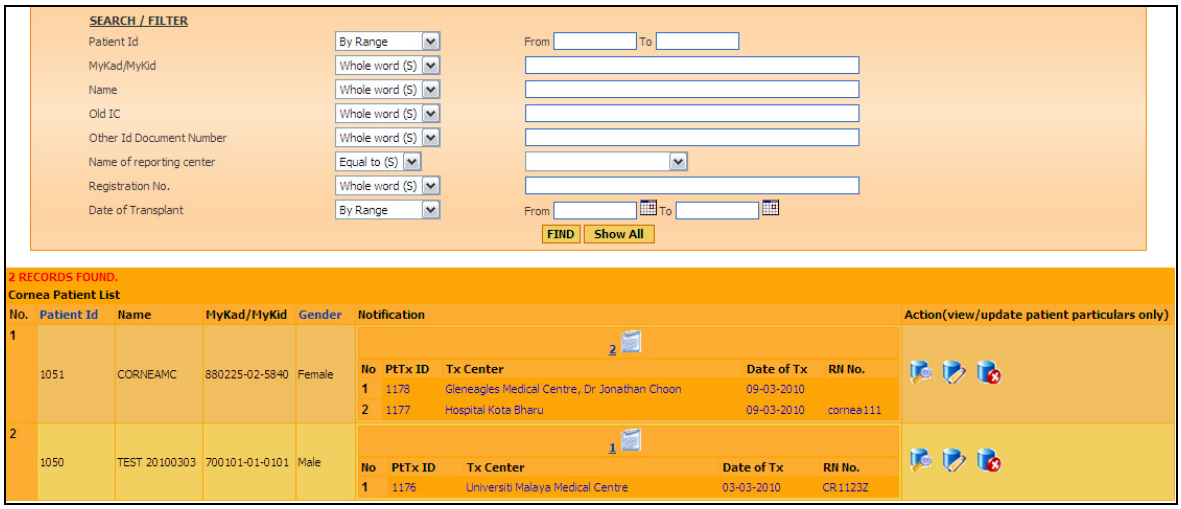


Picture 1.6 *Application selection page – Cornea Transplant*

4.0 STEP BY STEP PROCEDURE IN USING NATIONAL TRANSPLANT REGISTRY (NTR) FOR *CORNEA TRANSPLANT* WEB APPLICATION

4.1 Cornea Transplant

Upon selecting Cornea Transplant application link on the application selection page, user will be directed to Patient List.



Picture 1.7 *Patient Lists for Cornea Transplant*

4.1.1 Navigation Toolbars

On top of Cornea Transplant page, there are 9 menu navigation toolbars which include:

i. Main Menu
ii. Patient List
iii. New Patient Data Entry
iv. Statistics
v. Data Download
vi. Change Password
vii. Help
viii. Log Out

Picture 1.8 *Menu Navigation toolbars for Cornea Transplant*

User's can only view parts of this menu navigation toolbars depends on their group that has been assigned to them.

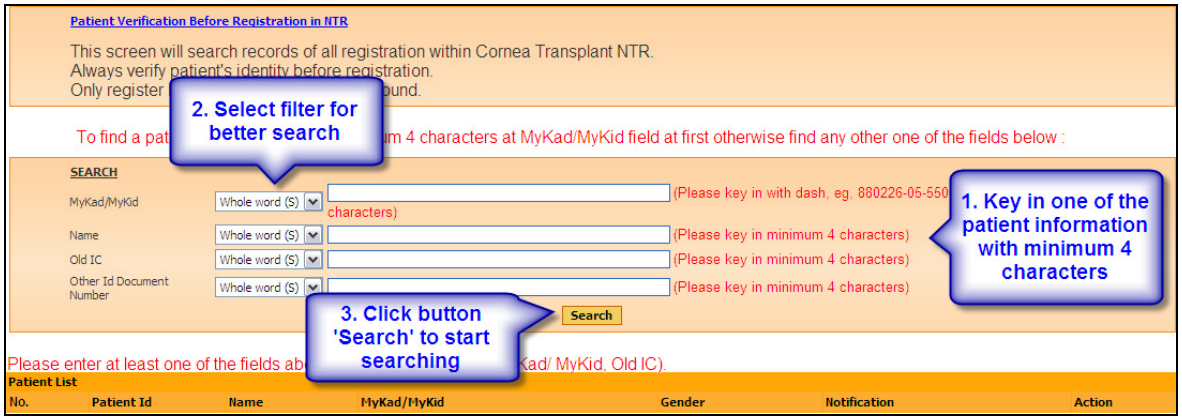
4.1.2 Main Menu

Navigate to Main Menu. (*See Picture 1.6*)

4.1.3 New Patient Data Entry

Before registering a patient, please verify that patient has not been registered in the system before by clicking on **New Patient Data Entry** tab.

Picture 1.9 *New Patient Data Entry Tab Menu*



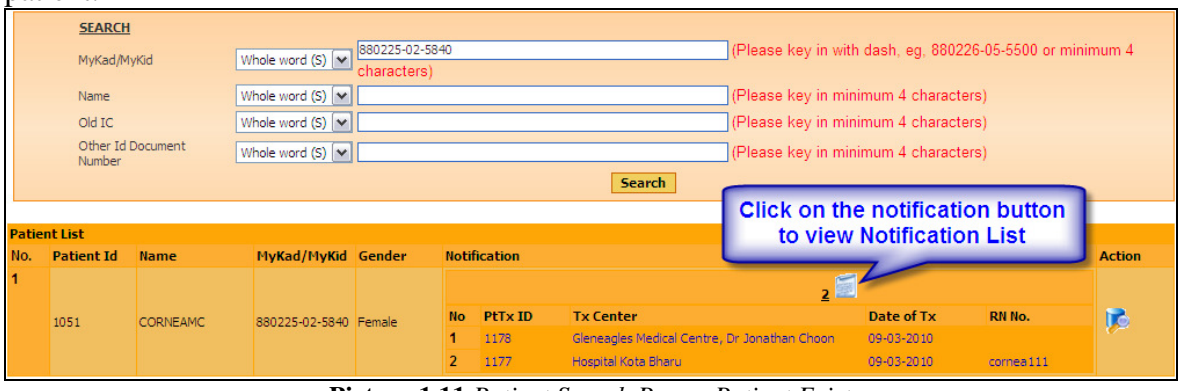
Picture 1.10 *Patient Search Page*

In this page, user can view and search for the patients records within the whole centre.

In the 'Search' section, search the patient by type in the MyKad/MyKid, Patient Name, Old IC or Other ID Document No of the patient with not less than 4 characters. Use the filter for better search. Click on the search button to start searching.

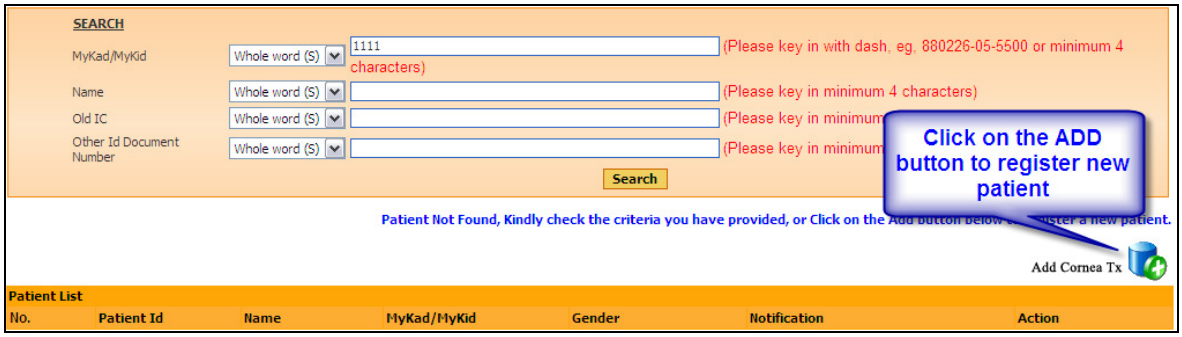
4.1.4 Register New Cornea Transplant Patient

If the patient exists in the database (i.e. Patient is shown in the patient list), click on Notification button of the patient to view the list of Cornea Transplant notification for that patient.



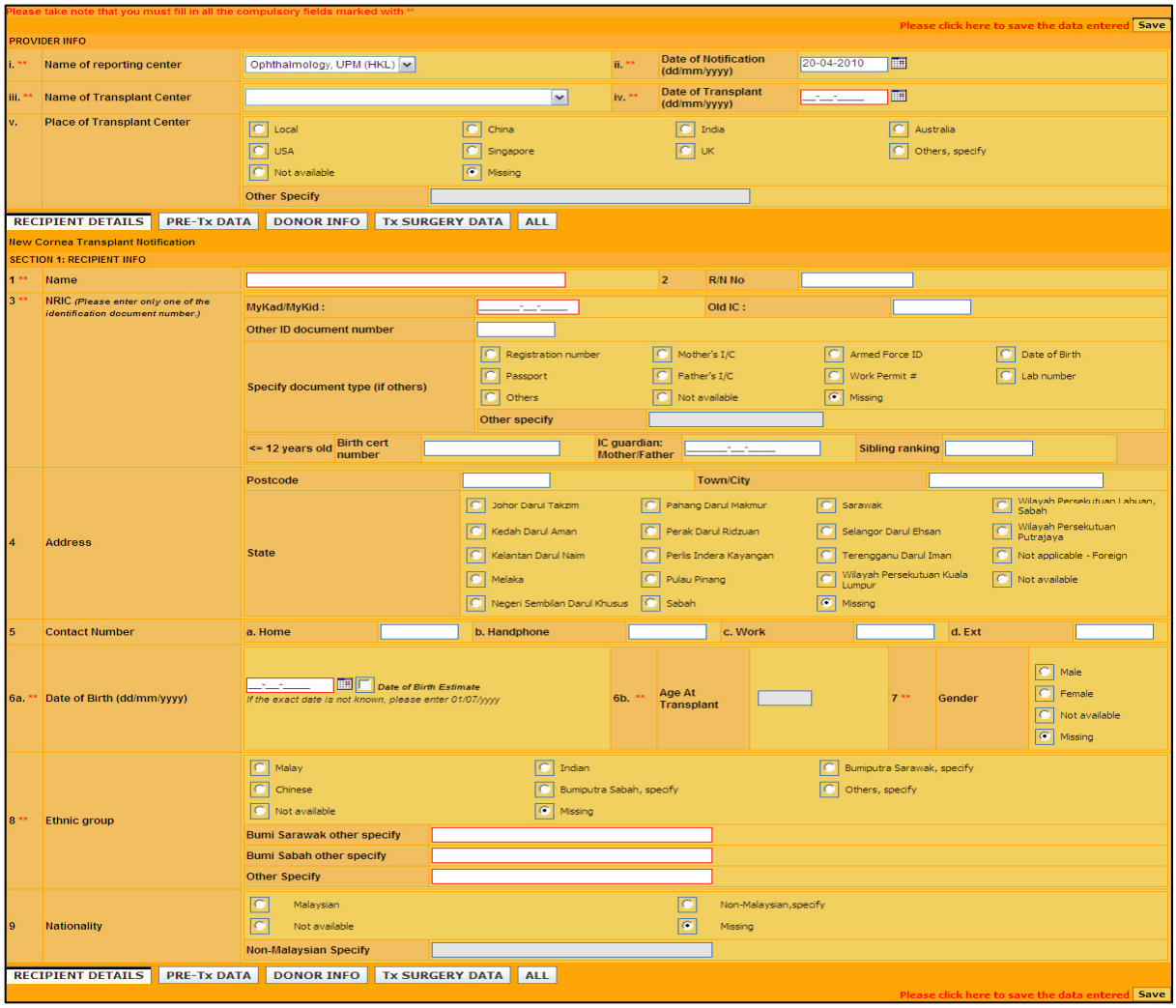
Picture 1.11 *Patient Search Page - Patient Exist*

If patient doesn't exist (i.e. Patient is NOT shown in the patient verification list), click on the blue icon Add Cornea Tx in as shown in Picture 1.12 bellow to register a new patient.



Picture 1.12 *Patient Search Page – Register New Patient*

After click on blue icon, user will be brought to Cornea Transplant Notification Form as shown in Picture 1.13 bellow.

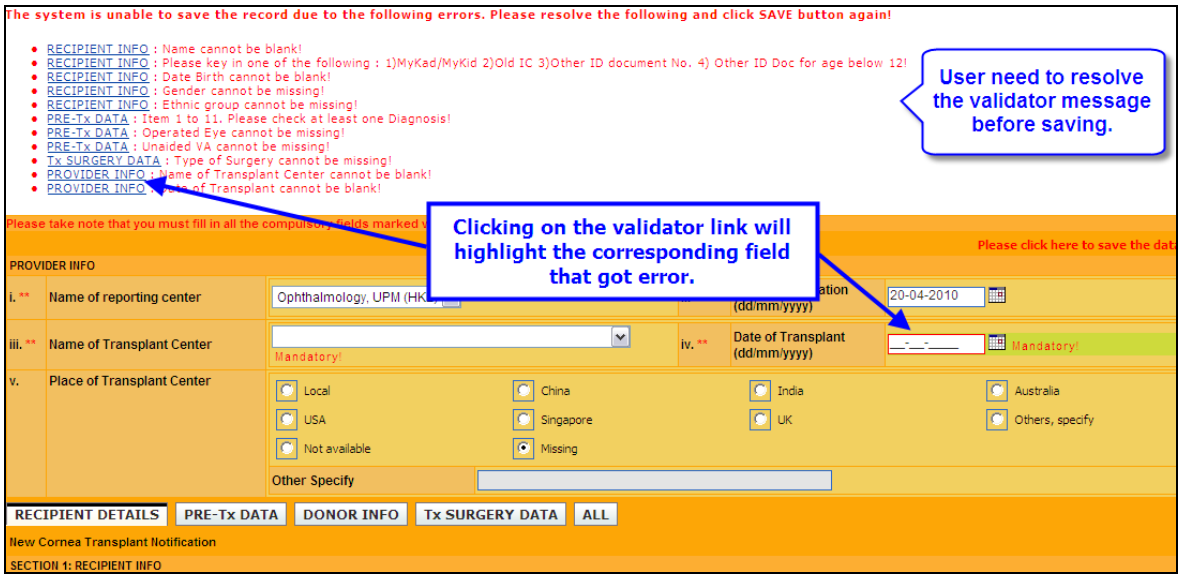


Picture 1.13 *Cornea Transplant Notification Form*

The Cornea Transplant Notification Form consists of 4 different sections that need to be filled in.

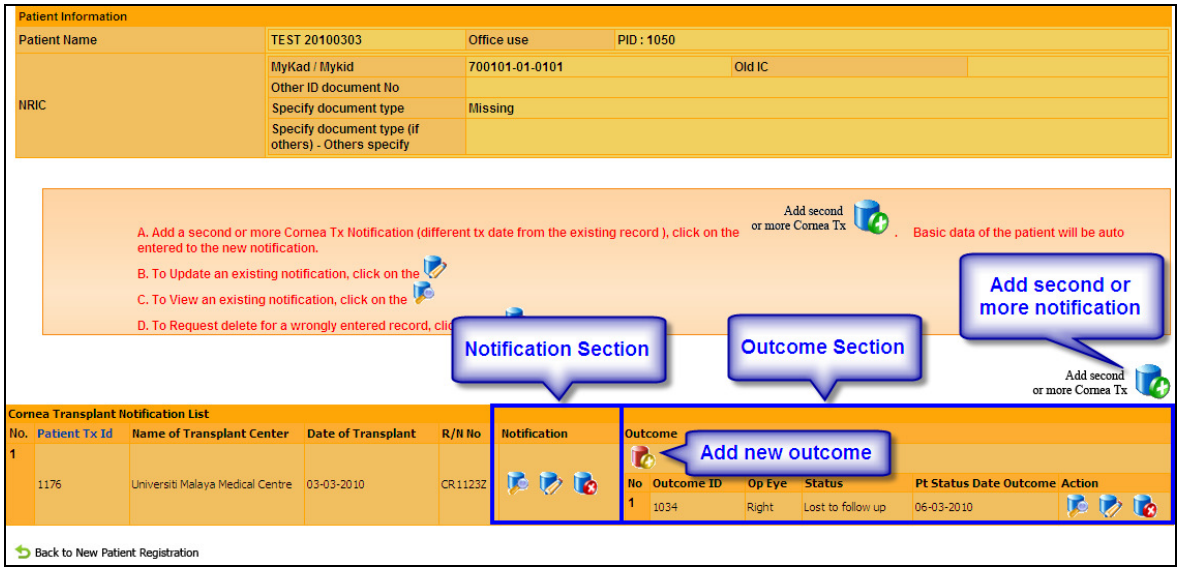
Field with ** symbols are mandatory which cannot be blank or missing, otherwise action submitted will be rejected and show the error in color red. So it is advisable for user to rectify the errors before click the Save button.

Clicking on the validator's link will highlight the corresponding fields that got error.


The system is unable to save the record due to the following errors. Please resolve the following and click SAVE button again!
RECIPIENT INFO : Name cannot be blank!
RECIPIENT INFO : Please key in one of the following : 1)MyKad/MyKid 2)Old IC 3)Other ID document No. 4) Other ID Doc for age below 12!
RECIPIENT INFO : Date Birth cannot be blank!
RECIPIENT INFO : Gender cannot be missing!
RECIPIENT INFO : Ethnic group cannot be missing!
PRE-Tx DATA : Item 1 to 11. Please check at least one Diagnosis!
PRE-Tx DATA : Operated Eye cannot be missing!
PRE-Tx DATA : Unaided VA cannot be missing!
Tx SURGERY DATA : Type of Surgery cannot be missing!
PROVIDER INFO : Name of Transplant Center cannot be blank!
PROVIDER INFO : Date of Transplant cannot be blank!
User need to resolve the validator message before saving.
Clicking on the validator link will highlight the corresponding field that got error.
PROVIDER INFO
Name of reporting center
Ophthalmology, UPM (HKL)
Name of Transplant Center
Mandatory!
Date of Transplant (dd/mm/yyyy)
Mandatory!
Place of Transplant Center
Local
China
India
Australia
USA
Singapore
UK
Others, specify
Not available
Missing
Other Specify
RECIPIENT DETAILS
PRE-Tx DATA
DONOR INFO
Tx SURGERY DATA
ALL
New Cornea Transplant Notification
SECTION 1: RECIPIENT INFO

Picture 1.14 *Validation message*

After completed the form, click on the Save button to save the data into the database. Upon clicking the save button, user will be directed to the Cornea Transplant Notification List.



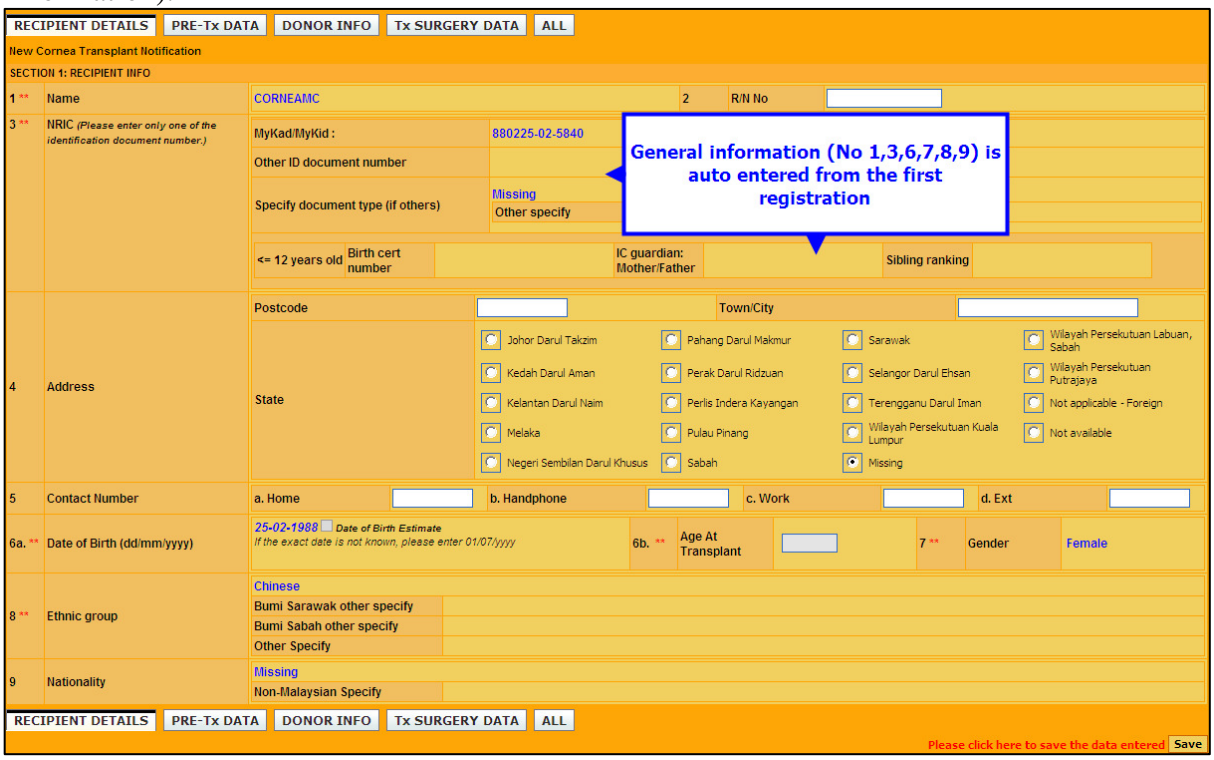
Picture 1.15 *Cornea Transplant Notification List*

In the Notification list, there are two sections which is the Notification Section and Outcome Section. Each Notification can have multiple Outcomes.

Notification Section *(Refer Picture 1.15)*

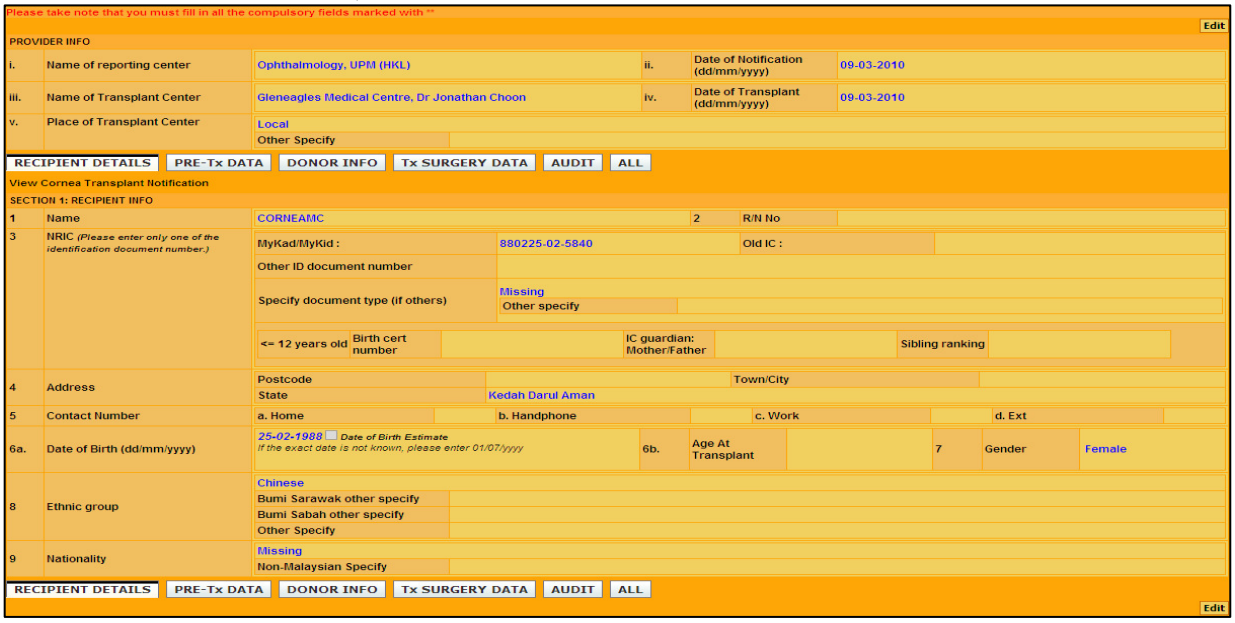
To add second or more notification, click the blue ADD button

. General information about the patient details are automatically entered base on the first registration and can only editable in the patient's form (Refer to Picture 1.20 Patient Information).



Picture 1.16 *Cornea Transplant Notification – Add second or more notification*

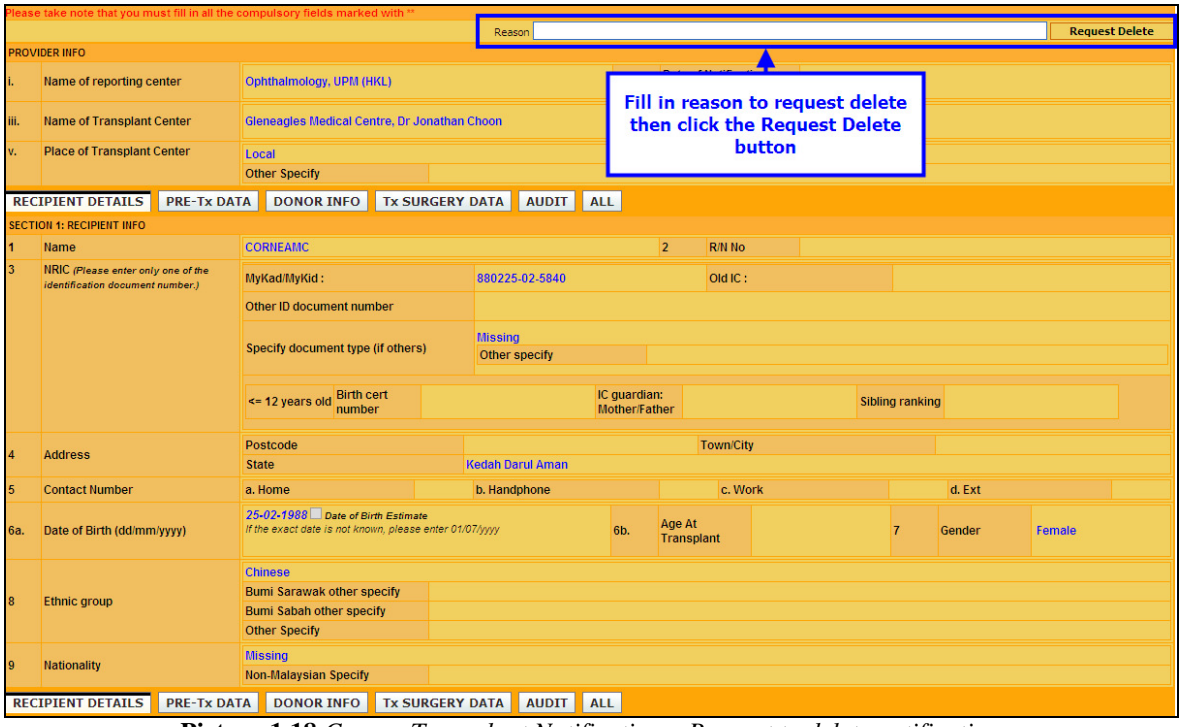
To view notification record, click on the blue View icon .



Picture 1.17 *Cornea Transplant Notification – View notification*

To update notification record, click on the blue Update icon or click edit button Edit on the View Page (Picture 1.17). Click save button after update the notification.

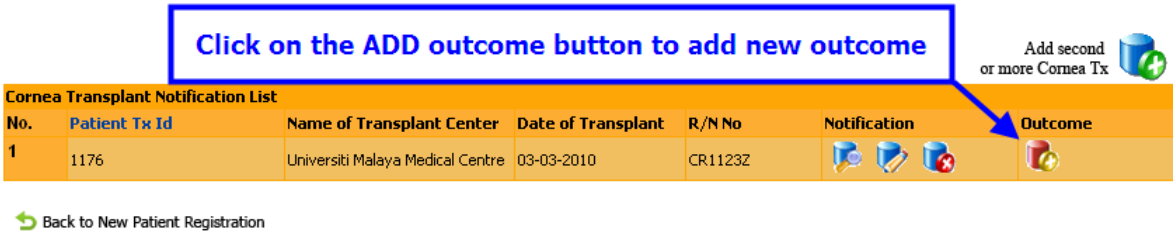
To request delete notification record, click on the blue request delete icon. Fill in the Reason for request delete and click the request delete button Request Delete.



Picture 1.18 *Cornea Transplant Notification – Request to delete notification*

Note: *Only manager can delete a record that has been requested to delete by user. IF user has request to delete wrong form, user can call the manager to undo the pending request delete.*

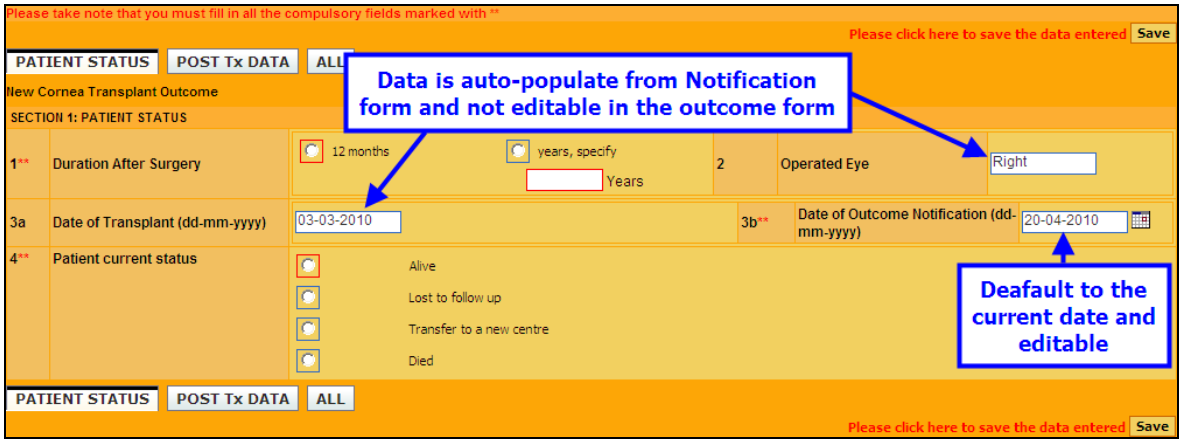
Outcome Section



Picture 1.19 *Cornea Transplant Notification List – Add new outcome*

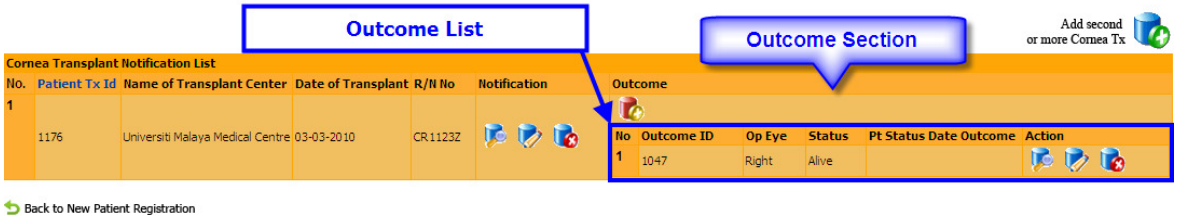
Click on the Add button to add new outcome.

Outcome form consists of 2 sections. Key in all the compulsory fields and then click the save button Save.



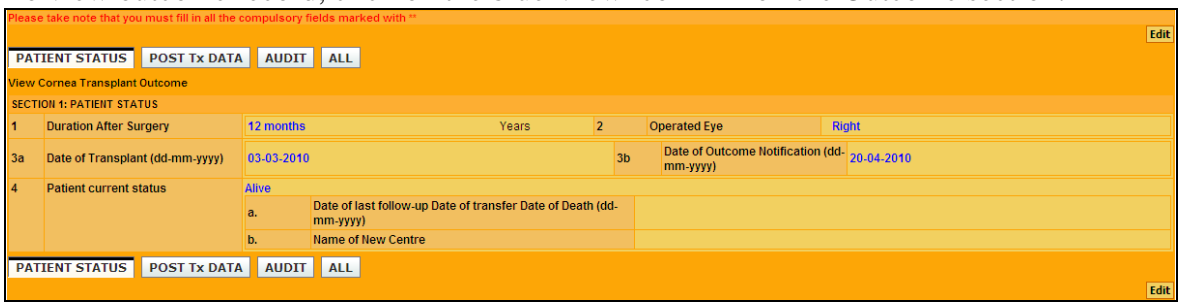
Picture 1.20*New outcome form*

After saving the outcome form, user will be brought back to the Cornea Transplant Notification list as shown in Picture 1.21.


Outcome List
Outcome Section
Add second or more Cornea Tx
Cornea Transplant Notification List
No. Patient Tx Id Name of Transplant Center Date of Transplant R/N No Notification Outcome
1
1176 Universiti Malaya Medical Centre 03-03-2010 CR1123Z
No Outcome ID Op Eye Status Pt Status Date Outcome Action
1 1047 Right Alive
Back to New Patient Registration

Picture 1.21 *Cornea Transplant Notification List – Outcome List*

To view outcome record, click on the blue View icon on the Outcome section.



Picture 1.22 *Outcome View page*

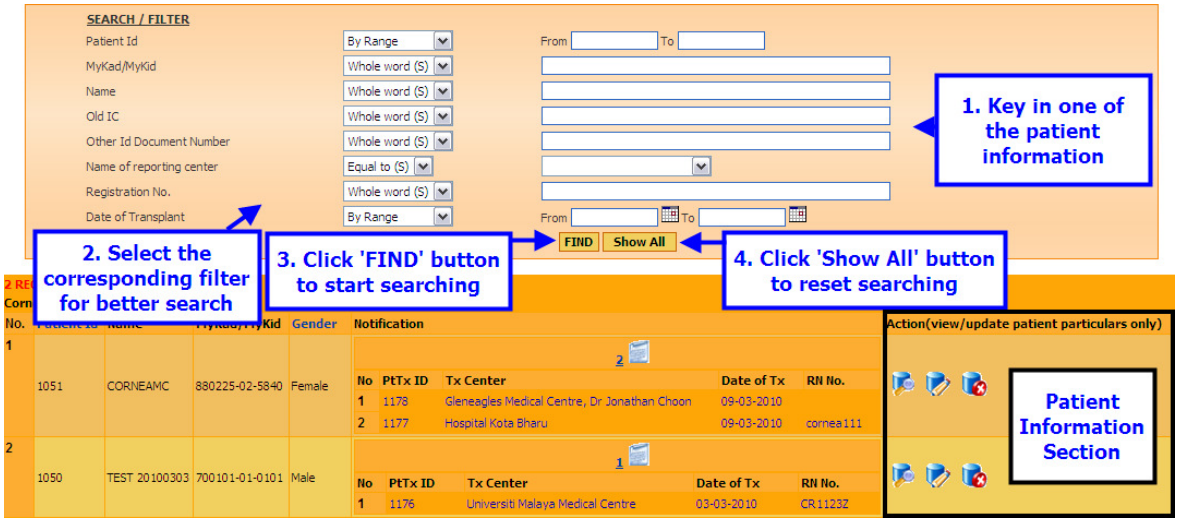
To update outcome record, click on the blue Update icon on the Outcome section or click edit button Edit on the View Page (Picture 1.22). Click save button after update the notification.

To request delete notification record, click on the blue request delete icon. Fill in the Reason for request delete and click the request delete button Request Delete.

4.1.5 Patient List

Picture 1.23 *Patient List Tab Menus*

In this page, user can view and search for the patients records within the user's centre.



Picture 1.24 *Patient List/ Search page*

In the 'Search' section, search the patient by filling in the different selection criteria, then select the filters for easy searching and click the Show button to start searching. Result will be shown in the Patient List. Click the Show All button to reset the searching. Please refer Picture 1.20

To View/Update Cornea Transplant notification data, click on the Notification icon . The numbers indicates how many notifications exist in each of the patient registered. Clicking the Notification icon will directed user to the Notification List. Please refer to Picture 1.15

In the Patient Information section, user can view or update general information of the patients registered.

To View Patient Particulars, click on the blue View icon

Please take note that you must fill in all the compulsory fields marked with **

Edit

View Cornea Patient

Patient Information

1	Name	CORNEAMC					
2	NRIC *(Please enter only one of the identification document number.)*	MyKad/MyKid :	880225-02-5840	Old IC :			
		Other ID document number					
		Specify document type (if others)	Missing				
			Other specify				
		<= 12 years old	Birth cert number		IC guardian Mother/Father		Sibling ranking
3	Address	Postcode		Town/City			
		State	Kedah Darul Aman				
4	Contact Number	Home		Handphone		Work	Ext
5	Date of Birth	25-02-1988 Date of Birth Estimate		6	Gender	Female	
7	Ethnic Group	Chinese					
		Bumi Sarawak other specify					
		Bumi Sabah other specify					
		Other Specify					
8	Nationality	Missing					
		Other Specify					

Picture 1.25 *Patient's Information - VIEW page*

To update the patient's form, click on the blue Update icon or click edit button Edit in the View page.

Please take note that you must fill in all the compulsory fields marked with **

Please click here to save the data entered Save

Update Cornea Patient

Patient Information

1 **	Name	CORNEAMC					
2 **	NRIC *(Please enter only one of the identification document number.)*	MyKad/MyKid :	880225-02-5840	Old IC :			
		Other ID document number					
		Specify document type (if others)	○ Registration number ○ Mother's I/C ○ Armed Force ID ○ Date of Birth				
			○ Passport ○ Father's I/C ○ Work Permit # ○ Lab number				
			○ Others ○ Not available ◉ Missing				
			Other specify				
		<= 12 years old	Birth cert number		IC guardian Mother/Father		Sibling ranking
3	Address	Postcode		Town/City			
		State	○ Johor Darul Takzim ○ Pahang Darul Makmur ○ Sarawak ○ Wilayah Persekutuan Labuan, Sabah				
			◉ Kedah Darul Aman ○ Perak Darul Ridzuan ○ Selangor Darul Ehsan ○ Wilayah Persekutuan Putrajaya				
			○ Kelantan Darul Naim ○ Perlis Indera Kayangan ○ Terengganu Darul Iman ○ Not applicable - Foreign				
			○ Melaka ○ Pulau Pinang ○ Wilayah Persekutuan Kuala Lumpur ○ Not available				
			○ Negeri Sembilan Darul Khusus ○ Sabah ○ Missing				
4	Contact Number	Home		Handphone		Work	Ext
5 **	Date of Birth	25-02-1988 Date of Birth Estimate		6 **	Gender	○ Male ◉ Female ○ Not available ○ Missing	
7 **	Ethnic Group	○ Malay ○ Indian ○ Bumiputra Sarawak, specify					
		◉ Chinese ○ Bumiputra Sabah, specify ○ Others, specify					
		○ Not available ○ Missing					
		Bumi Sarawak other specify					
		Bumi Sabah other specify					
		Other Specify					
8	Nationality	○ Malaysian ○ Non-Malaysian,specify					
		○ Not available ◉ Missing					
		Other Specify					

Picture 1.26 *Patient's Information - UPDATE page*

To request delete a patient's record, click on the blue request delete icon . Fill in the Reason for request delete and click the button Request Delete.

Picture 1.27 *Request Delete section*

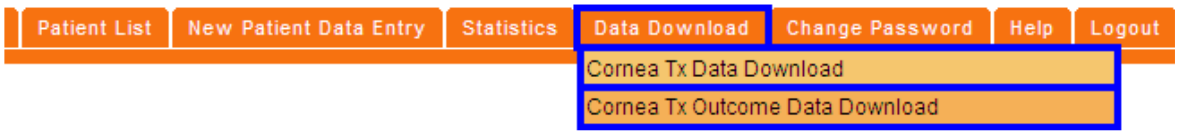
Note: *Only manager can delete a record that has been requested to delete by user. IF user has request to delete wrong form, user can call the manager to undo the pending request delete.*

4.1.6 Statistic

Picture 1.28 *Statistic Tab Menus*

On progress.

4.1.7 Data Download

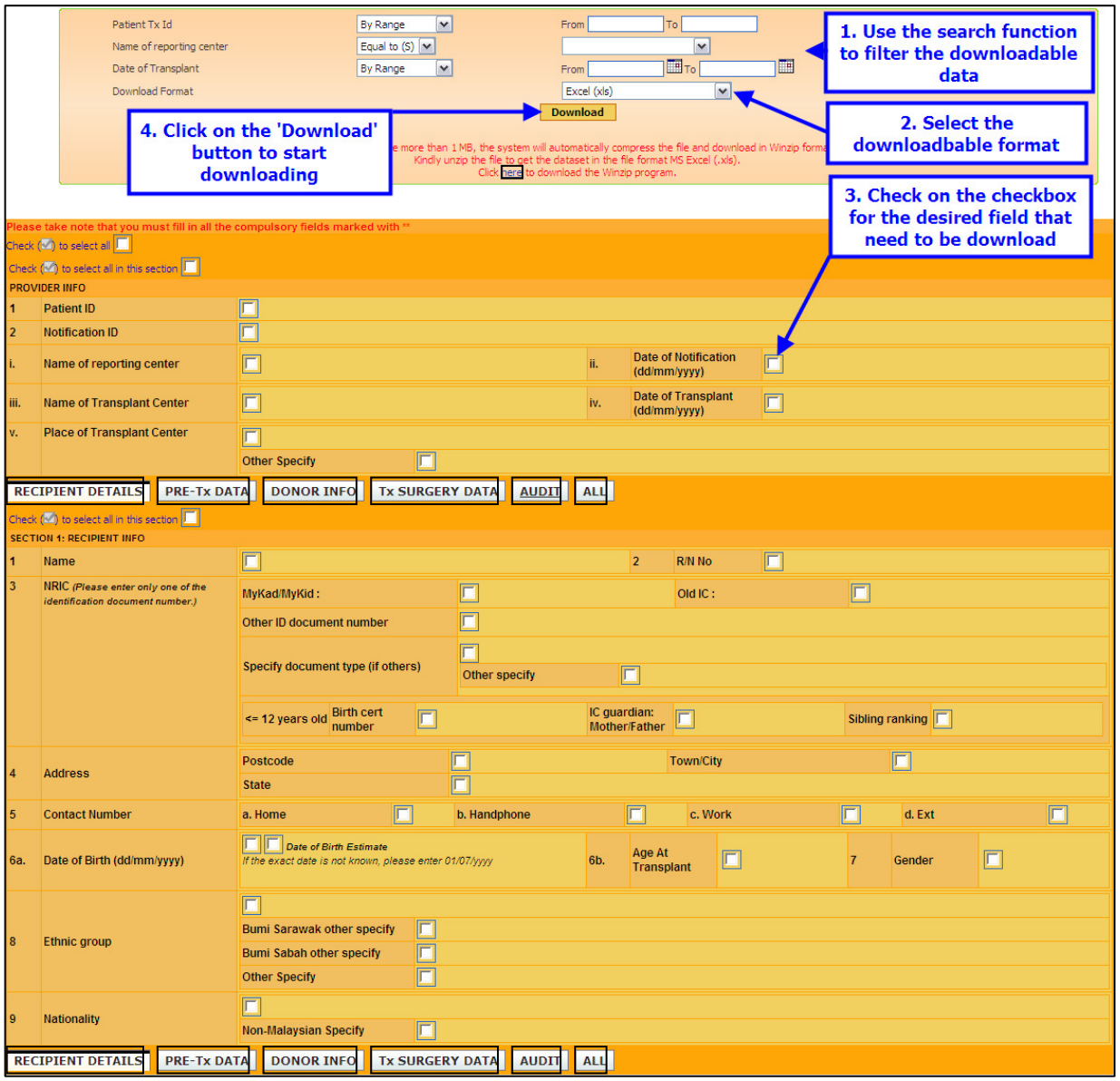


Picture 1.29 *Data Download Tab Menu*

Data entered in Cornea Transplant Notification and Outcome forms are downloadable.

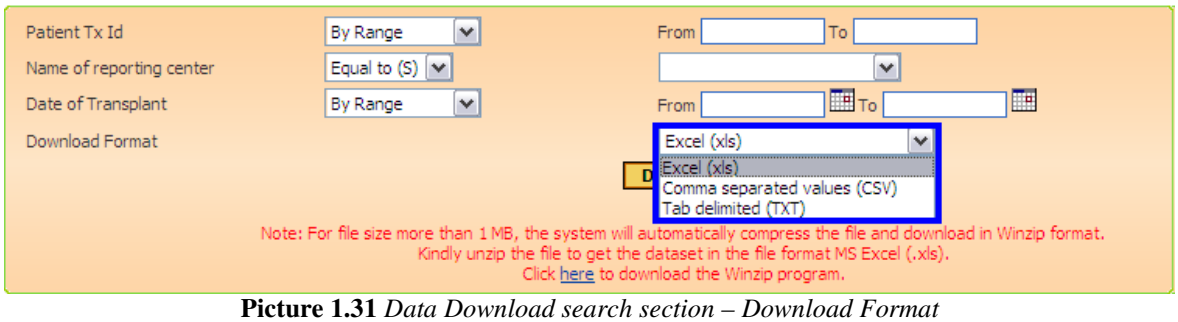
***Note**: Only those that have the access right can view Data Download tab and download it.*

Upon clicking on the Data download sub menu, user will be brought to the downloadable form where each fields are in checkbox.


1. Use the search function to filter the downloadable data
2. Select the downloadbable format
3. Check on the checkbox for the desired field that need to be download
4. Click on the 'Download' button to start downloading
Download
RECIPIENT DETAILS
PRE-Tx DATA
DONOR INFO
Tx SURGERY DATA
AUDIT
ALL

Picture 1.30 *Cornea Transplant downloadable forms*

Check the checkbox for the desired field that need to be download. Use the search function to filter the downloadable data.


Patient Tx Id
By Range
From
To
Name of reporting center
Equal to (S)
Date of Transplant
By Range
From
To
Download Format
Excel (xls)
Excel (xls)
Comma separated values (CSV)
Tab delimited (TXT)
Note: For file size more than 1 MB, the system will automatically compress the file and download in Winzip format.
Kindly unzip the file to get the dataset in the file format MS Excel (.xls).
Click here to download the Winzip program.

Picture 1.31 *Data Download search section – Download Format*

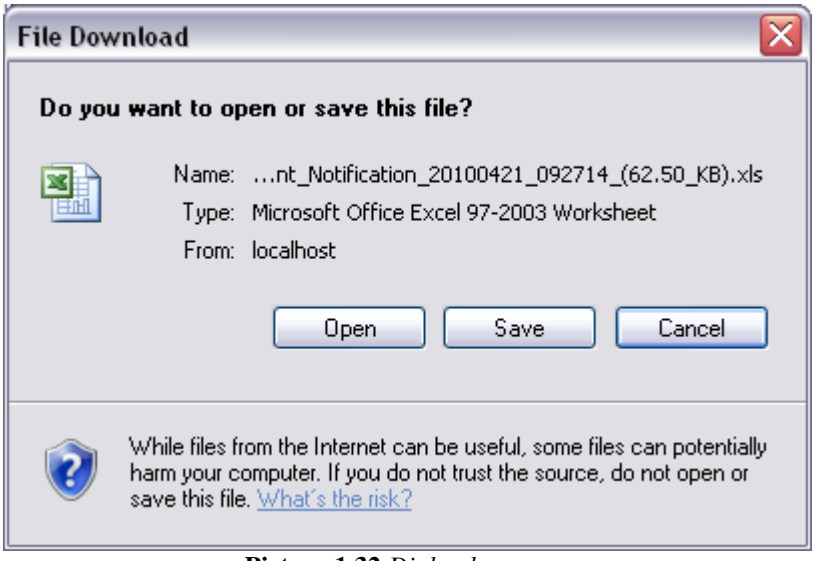
There are 3 types of downloadable format as shown in Picture 1.31:

a) Excel (.xls)
b) Comma separated values(.cvs)
c) Tab delimited (.txt)

The download format is defaulted to excel type. Select the desired format and click the Download button to start downloading.

***Note**: For file size more than 1 MB, the system will automatically compress the file and download in WinZip format. Kindly unzip the file to get the dataset in the file format MS Excel (.xls).*

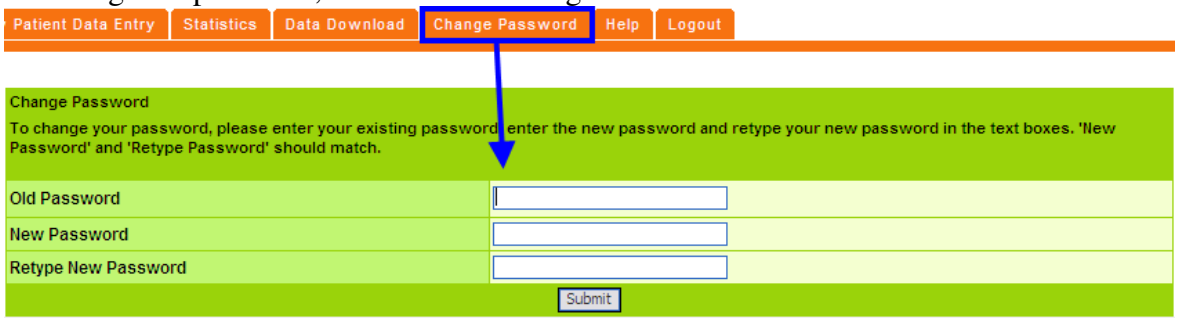
A dialog box for saving the data download or open the data download will appear as shown in Picture 1.32 bellow.


File Download
Do you want to open or save this file?
Name: ...nt_Notification_20100421_092714_(62.50_KB).xls
Type: Microsoft Office Excel 97-2003 Worksheet
From: localhost
Open
Save
Cancel
While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Picture 1.32 *Dialog box*

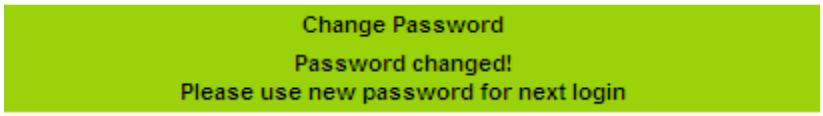
4.1.8 Change Password

To change the password, click on the 'Change Password' menu toolbar.


Patient Data Entry
Statistics
Data Download
Change Password
Help
Logout
Change Password
To change your password, please enter your existing password, enter the new password and retype your new password in the text boxes. 'New Password' and 'Retype Password' should match.
Old Password
New Password
Retype New Password
Submit

Picture 1.33 *Change Password page*

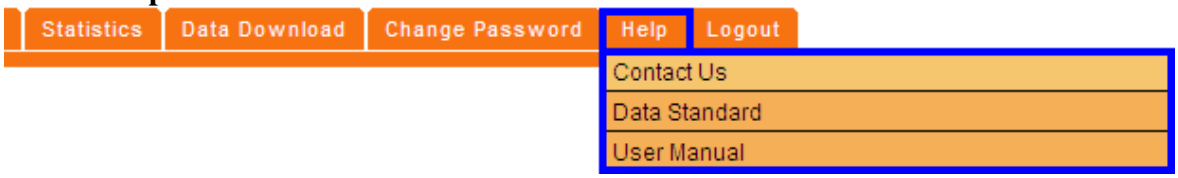
Fill in the details and click the Submit button.



Picture 1.34 *Result page for Change Password*

User can use the new password for the next login.

4.1.9 Help



Picture 1.35 *Help Tab Menu*

The Help tab menu consist of the following information.

1. Contact Use
2. Data Standard
3. User Manual

This information also exist in the login page.

4.1.10 Logout

To logout from National Transplant Registry (NTR) web application, click on 'Logout' menu bar.

Picture 1.36 *Logout Menu Bar*

5.0 HELP DESK SUPPORT

Note: The NTR User's Manual is subjected for amendment in future for better quality of NTR.

For assistance in completing your application or if you experience technical difficulties using this site, including problems related to data entry, please contact:

1) The Registry Manager

Phone: +603-2681 5948
Email: ntr@acrm.org.my
Address: National Transplant Registry (NTR),
Level 5, Menara Wisma Sejarah
Jalan Tun Razak
Kuala Lumpur

OR

2) The IT Administrator at: Tel: 603-4044 0615

6.0 NATIONAL TRANSPLANT REGISTRY (NTR) FOR *CORNEA TRANSPLANT* DATA ENTRY PROCESS

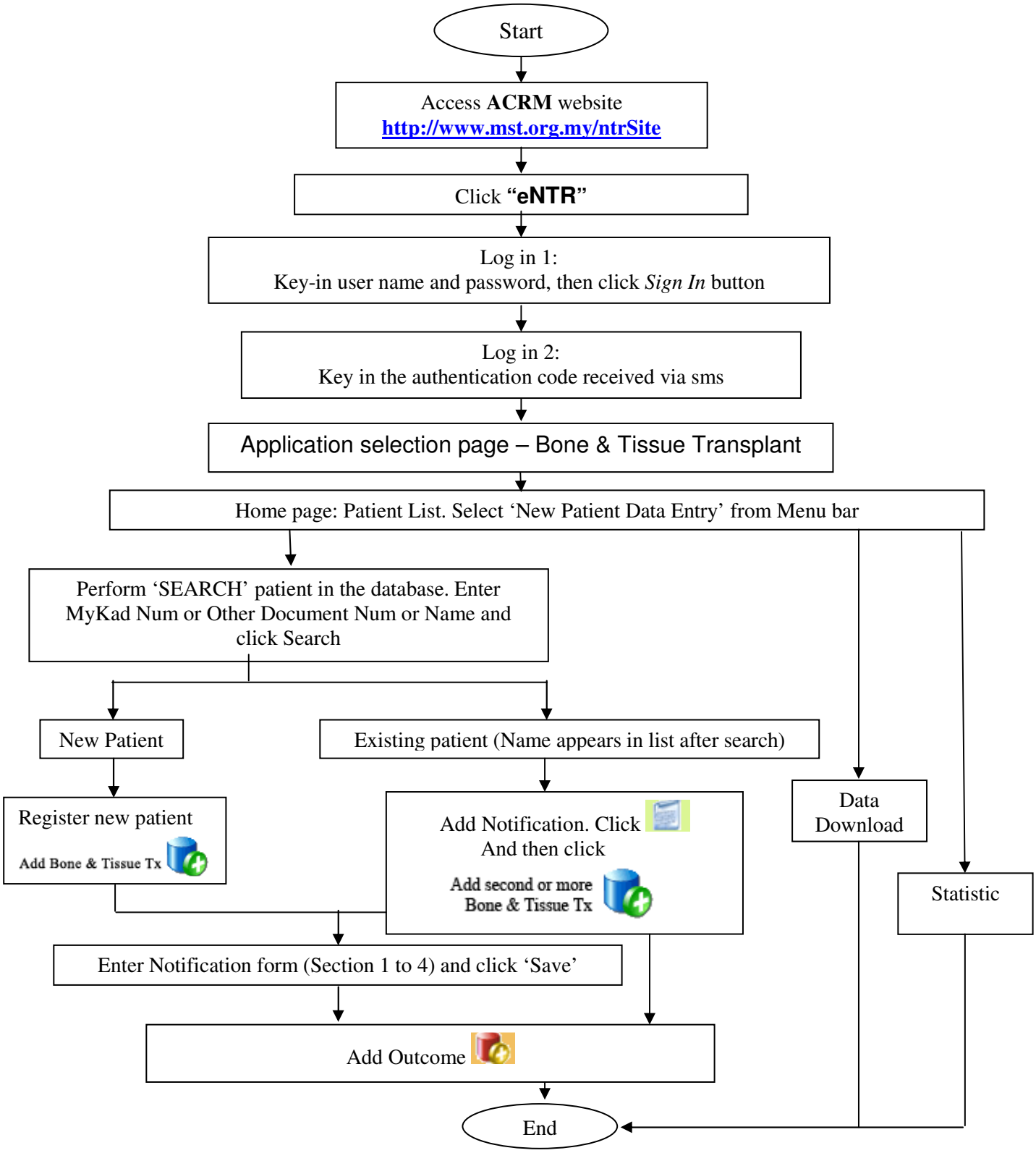

Start
Access **ACRM** website
http://www.mst.org.my/ntrSite
Click **"eNTR"**
Log in 1:
Key-in user name and password, then click *Sign In* button
Log in 2:
Key in the authentication code received via sms
Application selection page – Bone & Tissue Transplant
Home page: Patient List. Select 'New Patient Data Entry' from Menu bar
Perform 'SEARCH' patient in the database. Enter MyKad Num or Other Document Num or Name and click Search
New Patient
Existing patient (Name appears in list after search)
Register new patient
Add Bone & Tissue Tx
Add Notification. Click
And then click
Add second or more Bone & Tissue Tx
Data Download
Statistic
Enter Notification form (Section 1 to 4) and click 'Save'
Add Outcome
End

Diagram 1 *Cornea Transplant User's Manual Flow*